

Professional and Managerial Branch
Cultural Group
Library Series

PUBLIC SERVICES LIBRARIAN II

04/90

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs specialized levels of professional work in adult services positions; performs related duties as required.

EXAMPLES OF DUTIES:

Formulates goals, plans and procedures for a work unit; reviews media for books and other materials and selects materials for purchase on the basis of criteria pertaining to selection area assignments; accepts responsibility for the overall operating effectiveness of a work unit; conducts tours and provides instruction in the use of library resources; may be assigned to speak to community groups; may be assigned Librarian-In-Charge in the absence of the building supervisor; prepares reports and participates in library committee work; analyzes the results of formal and informal user studies to gain knowledge and understanding of the needs of citizens for library materials and services.

Trains and supervises clerical, paraprofessional and professional level personnel; enforces established rules and regulations, standards of conduct and work attendance; provides reference and readers' advisory services of a general and specialized nature; maintains work records and oversees scheduling of personnel for public service desk coverage; evaluates an assigned portion of library collection and implements an ongoing collection development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an ALA accredited college or university with a master's Degree in Library Science and two years postgraduate professional level experience in one of the following areas: reference services, adult services, government documents or serials control; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, techniques and methods of operation of a public library; considerable knowledge of reader interest levels of a wide variety of books, authors and related materials; good knowledge of automated catalog and database systems; some knowledge of supervisory techniques, standards of conduct and work attendance; knowledge of CD-Rom products, microcomputer software programs, or automated resource management systems is desirable.

Ability to establish and maintain effective working relationships with fellow employees and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to supervise, train and evaluate assigned personnel; ability to maintain records and prepare reports.

Skill in meeting and dealing tactfully and effectively with the public.

Special Requirements: Bilingual (English/Spanish) ability desirable.

Physical Requirements: Mobility within an office and library environment.

Director of Personnel

Department Head